

Delegation of Disbursing Authority: Frequently Asked Questions

1. Who are the participants on the form?

Fiscal Officer, President, Reviewer (optional). The reviewer receives a copy of the form and is not required for signature.

PowerForm Signer Information

Please enter your name and email to begin the signing process.

Your Role:

Fiscal Officer*

Your Name:

Chief Fiscal Officer of the College

Your Email:

Please provide information for any other signers needed for this document.

One or both individuals are signature to the disbursing account.

Role:

Community College President

Name:

Email:

Role:

Reviewer


Name:

Email:

Reviewer will receive an email and copy of the form at the same times as the President. Reviewer can manage the signing process. ex: Executive Assisant to the

2. Why am I receiving emails from Wendy Francis via DocuSign?

You will receive two emails from Wendy Francis via DocuSign. One email will provide an access code to be entered into a subsequent email which begins the signing process. Access codes are different each time the signing process is initiated.

Email Validation Code

From: Sent on behalf of DocuSign

Hello Test Community College CFO,

You recently started signing a document that required email validation.

The Email Validation Code for the document called 'Delegation of Disbursing Authority - Community Colleges' appears below. Please type or copy this code and paste it into your browser to continue your signing process.

ab3c8a4e

Enter as code in email

If you have closed the browser session that generated this email validation code, you may continue your signing process by clicking below. Signing will not be complete until you have reviewed the document and you have confirmed your signature.

If you did not start signing documents from Wendy Francis today, you should immediately notify us.

Resume Signing

This message was sent to you by Wendy Francis who is using the DocuSign Electronic Signature Service. If you would rather not receive email from this sender you may contact the sender with your request.

If you need assistance, please contact DocuSign Support (service@docusign.com)

The Global Standard For Digital Transaction Management™

Please enter the access code to view the document

From:  **Wendy Francis**
Office of State Controller State of North Carolina - 2

An email has just been sent to your email address with a special validation code in it. To proceed to sign your documents please open your email, and enter the code into the box below. Keep this browser window open while you get your email.

Access Code

Validate

I never received an access code

Enter Code from email

Remember to validate the access code.

3. What are the red boxes in the form?

Required fields are designated by a red box. Type the required information in the field. The form will not process without data in the required field.



100%



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DocuSign Envelope ID: E7B444D1-D941-4181-B372-295ECBAAB376

State of North Carolina
Office of the State Controller
Delegation of Disbursing Authority – Community Colleges

Consistent with North Carolina General Statute §143B-426.40G, the North Carolina Office of the State Controller (OSC) delegates the authority to make disbursements through a disbursing account established with the State Treasurer to the (community college) in accordance with the following terms and conditions:


1. The community college shall exclusively use the disbursing account(s) assigned by the Treasurer to make all disbursements of state funds.
2. The community college shall ensure that the disbursing account balance at no time is in

Enter name of
college

4. Will the form indicate where to sign?

Yes – The “Sign Here” indicator will direct you where to sign.

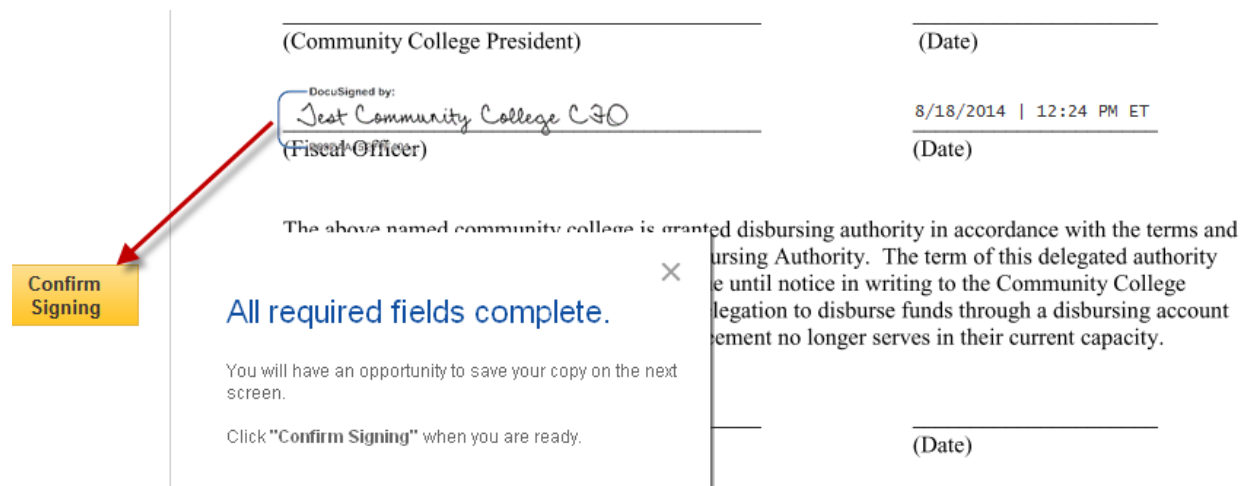
On behalf of the above named community college, the signatories below agree to comply with the aforementioned terms and conditions and accept responsibility for ensuring strict compliance with this delegated disbursing authority:

_____ (Community College President)	_____ (Date)
 _____ (Fiscal Officer)	8/18/2014 12:22 PM ET _____ (Date)

The above named community college is granted disbursing authority in accordance with the terms and conditions set forth in this Delegation of Disbursing Authority. The term of this delegated authority shall be from the date below and shall continue until notice in writing to the Community College President from the State Controller that the delegation to disburse funds through a disbursing account is revoked or any of the signatories to the agreement no longer serves in their current capacity.

_____ (State Controller)	_____ (Date)
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After choosing an electronic signature, a confirm signing indicator will appear on the left hand side of the document. Confirm, and your part of the signature process is complete. A completed copy of the signed document is available for download and review. The form will continue the process to the next person.



(Community College President) _____ (Date) _____

DocuSigned by:
Jest Community College CFO

(Fiscal Officer)

8/18/2014 | 12:24 PM ET
(Date)

The above named community college is granted disbursing authority in accordance with the terms and conditions set forth in this Delegation of Disbursing Authority. The term of this delegated authority shall be from the date below and shall continue until notice in writing to the Community College President from the State Controller that the delegation to disburse funds through a disbursing account is revoked or any of the signatories to the agreement no longer serves in their current capacity.

Confirm Signing

All required fields complete.

You will have an opportunity to save your copy on the next screen.

Click "Confirm Signing" when you are ready.

(Date)

5. Will I receive a copy of the form?

Yes, upon completion of all signatures, an email is sent to all participants on the form documenting the completed process. The form can be accessed at this time and you are able to save or print the form.

6. Who can I contact with questions?

**Office of State Controller Support Services Center at 919-707-0795 or
osc.support.services@osc.nc.gov.**